

10 January 1985

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MEMORANDUM FOR:

[redacted]
Executive Officer
National Intelligence Council

STAT
FROM:

[redacted]
Coordinator for Academic Affairs, PAO

SUBJECT:

Visit of Colgate University Students

Tow:

1. As we discussed earlier, the Colgate University Foreign Policy Workshop group will visit Headquarters from 2:00 - 4:00 p.m. on Friday, 25 January for briefings in your conference room, 7E62. There will be approximately 15 students and one professor in the group. The list of attendees, headed by Associate Professor Charles R. Naef, Director of the Workshop, is attached.

2. The program calls for a general briefing about the Agency by myself (for approximately 45 minutes beginning at 2:00 p.m.), followed by the briefings you've arranged with [redacted] concerning the Soviet estimative process and the general outlook vis-a-vis the USSR. Mr. McMahon wishes visiting groups to be advised of employment opportunities in the Agency; consequently, we have arranged for [redacted] from the Office of Personnel to talk with the group for the last quarter hour, beginning at 3:45 p.m.

3. Our office is arranging for their entry and will escort them to your conference room, and will escort them upon conclusion of the program as well. Let me know, please, if someone from your office would like to welcome the group and make opening remarks or have us handle that. We will be prepared to introduce [redacted] but need biographic data if you'd like us to do that. Look forward to seeing you then.

STAT
Attachment:
as stated

[redacted]

*14 students
1 professor*

10 January 1985

MEMORANDUM FOR: Chief, Headquarters Security Branch
OMS, Clinical Services Division

THROUGH: Director, Public Affairs Office

FROM: [REDACTED]
Public Affairs Office

SUBJECT: Visit of Colgate University Foreign Policy Workshop

1. The Colgate University Foreign Policy Workshop will visit Headquarters from 2:00 - 4:00 p.m. on Friday, 25 January and will be briefed in 7E 62. There will be approximately 15 students and one professor in the group. They are expected to arrive in four private cars at approximately 1:45 p.m. The briefing will be given by [REDACTED] OP representative will conclude the briefing.

a. For Security: Please notify the gate of arrival date and time. A list of attendees is attached.

b. For Medical Services: Please add this date to your list of outside groups visiting Headquarters that we sent you. Wheelchairs should be available.

2. Please contact me on [REDACTED] for any help I can provide.

Attachment:

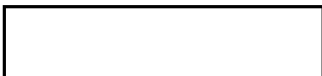
cc: [REDACTED]

COLGATE UNIVERSITY
HAMILTON, NEW YORK 13346

Department of Political Science
(315) 824-1000 Ext. 521

December 17, 1984

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Academic Relations Officer
Central Intelligence Agency
Washington, D.C. 20505

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Dear



Thank you for arranging a briefing in the CIA compound for our Colgate University Foreign Policy Workshop on Friday, January 25, from 2:00 to 4:00 p.m.

I enclose the complete roster of the 1985 Washington workshop, with the particular information that your agency has required in the past. Everyone on the list is a U.S. citizen.

I hope to hear from you once you have been able to line up the briefing officers for our workshop session.

Perhaps you might tell  that our group will be meeting until noon on January 25 in our conference room at 1 Dupont Circle. It might be best to discuss the logistics with her in person, and this can wait until I arrive in Washington on January 2.

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Sincerely yours,



Charles R. Naef
Associate Professor
Director, Washington Foreign
Policy Workshop

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CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D. C. 20505

PUBLIC AFFAIRS

Phone: (703) 351-7676

31 December 1984

Professor Charles Naef
Dept. of Political Science
Colgate University
Hamilton, New York 13346

Dear Professor Naef:

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In reference to your request on behalf of the Colgate University Political Science Group, I am pleased to confirm that your visit to CIA has been scheduled for Friday, 25 January, from 2:00 - 4:00 p.m. at our Headquarters Building in Langley, Virginia (see attached map). Please plan to enter at the Route 123 entrance. Our Academic Coordinator [redacted] will give you a presentation on the overview of the Agency. National Intelligence Officer for the USSR [redacted] will brief you on the estimative process and the Soviet Union. So that you may benefit most from the short time we will have together, I hope you will plan to arrive by 1:45 p.m.

To satisfy our security requirements, I ask that at least one week in advance of your visit I receive an alphabetized list of all attendees with full name, home address, date and place of birth, and social security number for each. Please also include a brief statement from you that all are U.S. citizens, since we are not prepared to accommodate foreign nationals. As I understand it, you will be on hand in the event any unforeseen problems arise. I plan to meet you on your arrival and to be available to help throughout your visit.

Each individual should plan to bring some form of identification with photograph to show to the receptionist upon entering the building. If you will let me know of any handicapped persons who will attend, I will make special arrangements to assist them. Since we have limited parking facilities, it will help to know in advance the number and description of vehicles you will be arriving in. Buses or vans should plan to stay here for the duration of your visit (otherwise, special arrangements must be made with the gate, which

means an even earlier arrival). I apologize in advance for any inconvenience that may be caused by the construction of our new Headquarters addition.

The Agency allows neither hazardous equipment--such as weapons or explosives--nor cameras, recording devices, or radio transmitters to be brought into the building, which I guess should go without saying. Nevertheless, to save embarrassment, you might mention these things to our guests.

Also attached is a checklist summarizing these details, which I hope will assist you in making arrangements. We look forward to your visit. If you have any further questions, please do not hesitate to call me at

Sincerely,

PUBLIC AFFAIRS

Attachments:

- A. Map to CIA
- B. Checklist